

# **Safety and Occupational Health Action Plan Priority Recommendations: Reclamation Safety Program Document Implementation Strategy Highlights and Timeline**

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## **SUMMARY**

Security Safety and Law Enforcement (SSLE) will assume responsibility for implementation of recommendations related to Reclamation-wide improvements including a document to summarize the complete Reclamation safety program including the roles and responsibilities of the staff within Reclamation assuring a safe and healthy workplace.

This implementation strategy and timeline establishes that this is a high priority task, and will be completed as soon as possible so that the first distribution could be made at the safety workshop in October 2016.

## **STRATEGY**

Reclamation has had a viable safety and health program for many years. However, there has never been a single document that outlines how the safety program is supposed to work, and who is responsible for managing and leading the various elements of the program. This document will explain how the safety vision is to be accomplished. The sections of this document are as follows:

- I. Table of Contents
- II. Forward
- III. Purpose of this document
  - A. Awareness
    - 1. Prevention
    - 2. Protection
    - 3. Service
    - 4. Organizational excellence
  - B. Program objective
    - 1. Protect employees
    - 2. Protect contractors
    - 3. Protect the public
  - C. Background
    - 1. History of safety in Reclamation
    - 2. Transformation of mission
    - 3. Reemphasis of safety

- D. Program Elements
  - 1. Management and Leadership
    - Roles and Responsibilities
      - a) ANZI Z-10 continuous improvement system
      - b) Program Oversight
        - (1) Internal Controls
        - (2) Management Assessments
        - (3) DOI Evaluation System
        - (4) Annual Reporting
  - 2. Employee Involvement
    - a) Safety Committees
    - b) Reporting
      - (1) Hazards
      - (2) Accidents
      - (3) Near Misses
  - 3. Hazard Recognition and Prevention
    - a) Facility Inspections/Assessments
    - b) Employee observations
    - c) Tracking system
    - d) Evaluation of data
  - 4. Program Implementation
    - a) Reclamation Safety and Health Standards (RSHS)
    - b) Directives and Standards
    - c) Regional directives
    - d) Facility procedures and methods
    - e) Authority having Jurisdiction
  - 5. Training and Awareness
    - a) New employee
    - b) Employee
    - c) Supervisor
  - 6. Public Safety
    - a) Reporting and Recordkeeping
    - b) Responsibility
- E. Conclusion
- F. Glossary
- G. Acronyms

## **PRIORITY RECOMMENDATIONS TO BE ADDRESSED**

### **Create document and distribute**

*[Recommendation #3c– Priority 1]*

## **CONCLUSION**

On behalf of the Commissioner, SSLE will identify and secure the resources necessary to strengthen the overall safety program in Reclamation.